

Recordkeeping

The Respiratory Protection Standard, 29 CFR 1910.134, requires employers to establish and retain written information regarding medical evaluations, fit testing and the respirator program. This information will assist the employer in auditing the adequacy of the respirator program, encourage employee involvement in the program, and provide a record for compliance determinations by the N.C. Department of Labor, Occupational Safety and Health Division.

A medical evaluation record must be retained for each employee subject to medical evaluation. This record must include the result of the medical questionnaire and, if applicable, a copy of the physician or licensed healthcare professional written opinion and recommendations regarding respirator use, including the results of any relevant medical examinations and tests. Medical evaluation records must be retained and made available as required by 29 CFR 1910.1020, "Access to Employee Exposure and Medical Records."

Fit test records are required to be retained only until the next fit test is conducted. Fit test records must contain the following information:

- ❖ Name or identification of the employee tested;
- ❖ Type of fit test performed (QNFT, QLFT—irritant smoke, saccharin, Bitrex, etc.);
- ❖ Make, model and size of respirator fitted; date of the fit test;
- ❖ Pass/fail results (if QLFT is used); or
- ❖ Fit factor and strip chart or other record of test results (if QNFT performed)

If an employee discontinues the use of a respirator due to, for example, a change of job duties or effective implementation of engineering controls, fit test records for that employee do not have to be retained. Otherwise, fit test records must be retained to determine whether the employee tested passed the QLFT or passed the QNFT with a fit factor appropriate for the respirator used.

Access to all written materials required to be maintained under the recordkeeping requirements of the Respiratory Protection Standard must be made available for examination and copying. Specifically, the employer must provide access upon request to the employee who is the subject of the records and to the N.C. Department of Labor, Occupational Safety and Health Division.